



## USA WORKING EQUITATION

### Policies and Procedures



## SECTION 3. OFFICER AND DIRECTOR RESPONSIBILITIES

### 3.4 Secretary

- a. Participates in Board of Director, Executive Session, and Annual Member meetings.
- b. For Board of Director meetings, Executive Sessions, Board of Director decisions by mail or email, Annual Members meetings, and Committee Working Sessions, as applicable:
  - (1) Takes roll call.
  - (2) Keeps records of the minutes.
  - (3) Maintains copies of the minutes on the website and corporate G-Drive.
  - (4) Records all Board votes in a permanent history that allows easy retrieval.
  - (5) Tracks Board of Director meeting attendance.
  - (6) Files all proxies, ballots, and waivers.
- c. Manages the main corporate email ([usaworkingequitation@gmail.com](mailto:usaworkingequitation@gmail.com)) and the Secretary's corporate email account ([secretary@usawe.org](mailto:secretary@usawe.org)).
- d. Sends notices required by the Bylaws, Policies and Procedures, or by law.
- e. Creates and files state and federal reports as required.
- f. Serves on the Executive Committee to manage the organization's day-to-day business between Board meetings.
- g. Ensures corporate records are up-to-date and the latest copy is on the website and corporate G-Drive.
- h. Ensures Board of Director Acknowledgement of Annual Statements are completed and filed on Ethics Committee G-Drive.
- i. Maintains an accurate mailing address list of members and archives previous membership lists.
- j. Acknowledges and notifies the Board of receipt of Director and committee resignations and Affiliate Organization disaffiliate notices.
- k. Updates the website calendar of events for Regular Board, Executive Session, and Annual Member meetings. Ensures the website Events Calendar lists all Board of Director meetings, Executive Session, and Annual Member meetings.
- l. Oversees the mailing lists and target audience(s) for eBlast and eNews newsletter distribution.
- m. Maintains a list of Secretary's tasks performed at the corporate level.
- n. Acknowledges receipt of reported or suspected violations within five business days; maintains confidentiality and ensures reported concerns, violations, and issues are properly investigated.
- o. Ensures Secretary email and documents are retained or destroyed according to the Bylaws document retention policy.
- p. Serves on the Appeals Committee for appeals of an Ethics Committee determination.



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- q. Prepares annual budget with Treasurer, President Elect, and President and reviews/finalizes with Executive Committee, Board of Directors, and committee chairs.
- r. Participates in strategic planning with the Executive Committee, Regional Directors, and committee chairs.
- s. Serves a 2-year term.

The Secretary may delegate any or all of these activities to others but remains responsible for their completion, accuracy, and legal compliance.